



## **WAREHOUSE/SUPPLY ASSISTANT**

The Embassy of the United States of America, Wellington is seeking an individual for the position of Warehouse/Supply Assistant.

The incumbent works as a member of the General Services team to accomplish all assigned tasks at the Chancery, warehouse and residential properties. The incumbent will specifically focus on warehousing, stock keeping and inventory.

To be considered for this role you must have a clean valid full NZ driver's license with heavy transport endorsement, you must also be able to use material handling equipment, have at least two years experience in the transportation or warehouse/stores inventory and supply. You will have good written and spoken English and you will also be willing to travel. A basic knowledge of MS Office applications, including the ability to work Excel spreadsheets is essential.

The starting salary for this position is \$38,081 per annum.

A copy of the full job description and person specification is available at <http://newzealand.usembassy.gov/>

*All employees of the US Government are required to complete full medical and security background checks.*

For further information or to apply, please forward correspondence to:

Human Resources Advisor  
Embassy of the U.S.A.  
P.O. Box 1190  
WELLINGTON  
Or email: [Wellington.hr@state.gov](mailto:Wellington.hr@state.gov)

**Applications close at 5pm on Thursday, 10 June 2010.**